

ATTACHMENT 8

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

Quality Assurance Surveillance Plan (QASP) for RST3

The On-Scene Coordinator/Contracting Officer Representative and/or Contracting Officer will monitor the following nine required services to be performed by the contractor. Pursuant to Clause EPAAR 1552.216-78 Award Term Incentive Plan, at the end of the evaluation period, the COR will perform a review that will include at least 10% of the Technical Direction Documents (TDDs) completed under each Task Order (TO) with no less than one TDD for every site the contractor worked at during the evaluation period. The COR, with input from the CO, will assess the contractor's performance during the evaluation period by reviewing the completed TDD Evaluation Form and/or other written documentation (e.g., email, approval of deliverables / invoices / subcontract consent packages). The COR will compile the findings from the review and with input from the CO, will prepare a Review Sheet, which will summarize the results of the TDDs assessed during the evaluation period. The Contractor must achieve 8 out of 9 Acceptable Quality Levels, during the evaluation period in order to be considered for an Award Term.

Required Services	Performance Standard	Method of Surveillance	Acceptable Quality Level for Assessed TDDs
Emergency Response	Contractor maintains a 24-hour, seven-days-a-week, year-round response capability and deploys within 2 hours of emergency response notification, unless notified otherwise.	OSC will document the Contractor's response time in the TDD Evaluation form.	Contractor deployed within 2 hours of an emergency response notification on 90% of the TDDs assessed during the evaluation period, unless notified otherwise.
Assessment/Removal	Contractor will ensure that performance	OSC will review all QAPPs for completeness.	Sampling conducted by the contractor adheres to the QAPP for 90% of the TDDs

	sampling and analysis tasks adhere to all quality assurance, quality control and chain-of-custody procedures specified in the QAPP.	OSC will monitor implementation of the QAAP for accuracy and document findings in the TDD Evaluation form.	reviewed that required sampling to be performed during the evaluation period.
Site Safety	Contractor will develop and manage a site safety plan, if required, to protect all personnel working on site.	OSC will review and approve the Contractor's site safety plan to ensure all applicable OSHA regulations are met.	The site safety plan was approved as submitted or only required one round of revisions on 85% of the TDDs assessed during the evaluation period.
Cost Control	Contractor displays initiative in controlling overall TDD costs.	OSC will document the Contractor's initiatives to control the overall costs in the TDD Evaluation Form.	The Contractor employed cost savings initiatives on 50% of the TDDs reviewed during the evaluation period.
Administrative Records	Contractor will compile Administrative Records accurately and in a timely manner.	OSC will review Administrative Records for accuracy and timeliness of submission.	Administrative Records are timely and accurate on 80% of the TDDs assessed during the evaluation period.
Environmentally Preferable Practices	Contractor will implement environmentally	OSC will document the Contractor's	The Contractor employed environmentally preferable practices on 50% of the

	preferable practices.	efforts to employ environmentally preferable practices in the TDD Evaluation Form.	sites, of the TDDs reviewed during the evaluation period.
Preparedness Activities	Contractor will provide technical support with reviewing and analyzing federal, state, local, and regional response contingency plans.	OSC will review contingency plans and document the Contractor's timeliness, thoroughness and accuracy of reviews in the TDD Evaluation Form.	The plan review comments are thorough and accurate and completed in the specified timeframe on 90% of the TDDs assessed during the evaluation period.
Contract Management	Contractor will effectively manage the Core Response Team to maximize utilization of personnel and to minimize cost. Contractor will track costs and provide accurate and timely cost accounting reports. Contractor will effectively manage subcontracts so work progresses	The CO and COR will monitor staffing on TDDs to ensure that all CRT personnel are fully utilized to perform the contract requirements. The OSC will document the receipt and accuracy of daily cost accounting reports. The OSC will document any delay in the Site schedule caused by a	Issues related to the performance standards are satisfactorily addressed in a single meeting on 90% of the TDD assessed during the evaluation period.

	on schedule.	subcontract issue.	
Subcontracting	Contractor will award subcontracts utilizing proper procedures and submit subcontract consent packages as required.	OSC/CO will review subcontracting consent packages to ensure subcontracts are awarded properly.	Subcontract consent packages for each site are accurate and complete as submitted on 80% of the TDDs assessed during the evaluation period.

TECHNICAL DIRECTION DOCUMENT EVALUATION FORM

Date: _____

Contractor Name: _____

Technical Direction Document Number: _____

Task Order Number: _____

Period of Performance: From: _____ To: _____

Brief Description of Work

Location of Work:

Names and telephone numbers of Contractor personnel responsible for managing the contract:

1. EMERGENCY RESPONSE

a. If there was an emergency response action, did the Required Contractor Personnel deploy within 2 hours of emergency response notification or such time agreed upon by the contractor and the OSC?

[] Yes [] No [] Not applicable

Remarks:

2. ASSESSMENT/REMOVAL

a. Did the Contractor submit completed QAPPs?

[] Yes [] No [] Not applicable

b. Did the performance sampling and analysis tasks adhere to all QA/QC and chain of custody procedures?

[] Yes [] No [] Not applicable

Remarks:

3. SITE SAFETY

Was the Site safety plan developed by the Contractor approved as submitted, or with only one round of revisions necessary?

☐ Yes ☐ No ☐ Not applicable

Remarks

4. COST CONTROL

Did the Contractor display initiative in controlling overall TDD costs?

☐ Yes ☐ No ☐ Not applicable

Remarks:

5. ADMINISTRATIVE RECORDS

Did the Contractor accurately compile all Administrative Records in a timely manner?

☐ Yes ☐ No ☐ Not applicable

Remarks:

6. ENVIRONMENTALLY PREFERABLE PRACTICES

Did the Contractor employ any Environmentally Preferable Practices for the site?

☐ Yes ☐ No ☐ Not applicable

Remarks:

7. PREPAREDNESS ACTIVITIES

Were all review comments and analysis of contingency plans prepared in a complete, accurate and timely manner?

☐ Yes ☐ No ☐ Not applicable

Remarks:

8. CONTRACT MANAGEMENT

- a. Did the Contractor effectively manage the Core Response Team to maximize utilization of personnel and minimize cost?

☐ Yes ☐ No ☐ Not applicable

- b. Did the contractor properly track costs and provide accurate and timely cost accounting reports?

☐ Yes ☐ No ☐ Not applicable

- c. Was work at the Site delayed due to issues with a subcontractor?

☐ Yes ☐ No ☐ Not applicable

Remarks:

9. SUBCONTRACTING

Were the Contractor's subcontract consent packages accurate and complete as submitted?

☐ Yes ☐ No ☐ Not applicable